

Olmsted Society of Riverside

Executive Board President

Job Description

Overview

The Olmsted Society of Riverside (Society) is a non-profit volunteer organization founded in 1968. In 1868, landscape architect Frederick Law Olmsted and his partner, Calvert Vaux, were commissioned to plan a unique community just west of Chicago, Illinois. The result was Riverside, a beautiful community along the Des Plaines River, complete with curving lanes, abundant greenery, and gas streetlights. The Society greatly appreciates the willingness of its members to serve in various capacities and whose volunteer spirit makes the Society what it is today.

Mission Statement

The Olmsted Society of Riverside is dedicated to sustaining Olmsted's vision for Riverside for generations to come. Its members are guided by his concern for humanity, nature, sense of community and the innovative and thoughtful essence of his work. The Olmsted Society invites residents and visitors to join us in learning, protecting the environment, and preserving our cultural and physical heritage.

President Position, Term and Responsibilities

The Society President is an elected position for a term of one year, with the ability to stay in the position for up to 3 years. Major responsibilities stated on page 2.

Board Meetings

The President will run the Society's meetings. There will be no less than nine (9) meetings in each calendar year, each meeting shall be held in a different month.

Olmsted Society of Riverside (Society)

www.olmstedsofreesociety.org

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Major Responsibilities of the President

- Is a member of the Board of Directors, in good standing.
- Understand the policies, procedures and By-laws of the Society.
- Champions the Society and advocates its mission to internal and external stakeholders
- Chairs meetings of the Board of Directors after developing the agenda and promotes active discussion of topics through a collegial and constructive exchange of ideas.
- Serves as an ex-officio member of all committees except the nominating committee and attends their meetings when invited
- Provides leadership to the Board of Directors who sets policy; determines that the organization's activities are compliant and in furtherance of its mission; leads the Board of Directors and Board committees in carrying out their governance functions.
- Has a working knowledge of Robert's Rules of Order that govern the conduct of the Board of Directors and member meetings
- Encourages the role of the Board of Directors in strategic planning
- Appoints the chairs of committees when needed and in consultation with other Board members.
- By Mid-year, facilitate and ensure that the Board of Directors elect a nominating committee per the bylaw requirements to begin development of the slate of candidates to be presented at the December Board Meeting.
- Helps guide and mediate Board of Director actions with respect to organizational priorities and governance concerns
- Monitors financial planning and financial reports
- In September, attend a meeting, scheduled by the Treasurer with the Executive Board for a pre-budgetary discussion, to start the budget planning for the following year.

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